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23 June 1959

MEMORANDUM TO: Chief, Administration and Support Branch
Office of Security

FROM : Chief, Operations and Liaison Branch
Finance Division

SUBJECT : Operational Advance
(General Ledger Account 146.9)

REFERENCE : Memo of 11 June 1959 to Chief, Finance Division
Requesting Operational Advance.

1. This is to advise that the request contained in the above reference for the establishment of a \$250.00 Operational Advance in the Office of Security, and appointing [REDACTED] as Custodian, was approved on 19 June 1959. The Office of Security should select an Alternate Custodian for the fund, and the Finance Division should be notified of the person selected.

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2. The advance should be maintained under the sole control of the Custodian. The Alternate Custodian should have access to the advance only in the absence of the Custodian.

3. The utmost care should be taken to safeguard the advance. When possible the advance should be safeguarded in a combination safe-type file, and a metal lock-type cash box used to maintain control of the fund.

4. A summary accounting shall be submitted on an "Accounting by Individual for Advance" (Form 282) at least monthly to the Operations and Liaison Branch Certifying Officer and will be supported by the original vouchers and/or certifications.

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